



## Download User Profiles

To download user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
3. Select the OTC Endpoint(s) that you want to download the user profile(s) to the OTCnet Offline Check Capture application.
4. Click **Next**. The *Add New User* dialog box appears.
5. Click **Close**. The *Step 2 of 3 Select User(s)* page appears.
6. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application.
7. Click **Next**. The *Step 3 of 3 Review Users* page appears.
8. Verify the following user profiles for the selected OTC Endpoints should be downloaded to the local offline database and click **Submit**.
9. A *Confirmation* page appears showing the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database along with the users' temporary passwords to access OTCnet Offline.



### Application Tip

Communicate the User IDs and temporary passwords to the appropriate users. The User's ID is the same User ID used to access OTCnet Online.



### Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.